

FUNCTIONAL ACTIVITY

The function of this division is to provide performance, conference and meeting room space that can be used for library programs and by community groups. The Meeting Room will be a large open multi-purpose space with seating, a presenter's location, amplified sound, and projection capability. It should be easily reconfigured for training, tutoring, large children's programs, computer literacy instruction, or performances.

SPATIAL RELATIONSHIP

The major spatial relationship of this division is to the Library Entrance Division. Since the Public Meeting Room Complex may be open when the rest of the library is closed, access must be provided through the main lobby to the Meeting and Conference Rooms and to the Public Rest Rooms without compromising the library's security.

ADJACENT:

Library Entrance

DIVISION SPACE SUMMARY		Sq. Ft.
AV, Chair & Table Storage Room		213
COMMUNITY ROOM		1,198
Custodial Closet		114
KidScene -Homework Center		173
Kitchenette		120
Program Office		144
TOTAL:		1,962



AV Chair & Table Storage Room

Functional Activity

This room will be used to store tables and chairs and house audio-visual equipment that will be used in the Public Meeting Rooms. Some AV equipment, such as the sound system, may be permanently located in this room and be operated from here.

Relationships

This room must be adjacent to the Meeting Room and close to the Conference Room so that equipment can be moved back and forth easily. One door may open into the Meeting Room. Access to this room should be possible from the Meeting Room and Conference Room without disturbing meetings or programs in either of the rooms.

ADJACENT:

Community Room

Flexibility

It is not anticipated that this room will change function or need to be expanded.

fenestration

No windows required.

Finishes

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Corner guards

FLOOR:

Vinyl tile

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height. Signage will meet requirements as outlined in the Signage Space Detail.

AVAC

If AV equipment is housed and operated here, heat must not be allowed to build up.

Illumination

Minimal lighting required (30 to 40 foot candles); enough to move tables and chairs, and operate AV equipment. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

If AV distribution equipment is located in this room, the signal must be distributed throughout the Meeting Room, Conference Room, and other specified locations in the library. One standard duplex communications outlet (one voice and one data) co-located with associated power mounted at 15" above the finished floor.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Storage Room" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.



Furniture & Equipment and Stacking Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Cabinet, AV Equipment 36"w x 26"d x 60"h, lockable	1	15	15
Dolly, Chair 2'w x 3'd w/ 10 - 20 chairs stacked	6	15	90
Dolly, Table 3'w x 2'd w/ 4 tables per dolly	4	15	60
Flip Chart With Stand 28"w x 24"d x 70"h	1	30	30
Storage Cabinet 36"w x 18"d x 78"h	1	18	18



Functional Activity

The Meeting Room will provide audience seating for library programming, community meetings, small public forums, continuing education, Internet training and computer literacy skills, etc. The room will allow multiple arrangements ranging from lectures and conferences to training layouts.

Occupancy

MEETING ROOM SEATS: 110

Relationships

The Meeting Room should be easily accessible from the Public Entrance and Lobby and readily accessible to the Public Rest Rooms. The Kitchenette should be adjacent to the rear entrance of the Meeting Room so that refreshments can be brought in without disturbing a meeting or program.

ADJACENT:

AV, Chair & Table Storage Room
Kitchenette
Public Entrance & Lobby

CLOSE:

Public Rest Rooms

PROXIMITY:

Custodial Sink & Supply Closet

Flexibility

This space is not expected to expand or change function in the future. Internal flexibility, however, is required since this room will see many varied uses over the life of the building.

Lighting

Windows would enhance the room but natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

All finishes in this area must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain resistant, dirt repellant, attractive and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Meeting Room must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.



A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Portable assistive listening technology may be substituted for permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of an assistive listening system.

Acoustic

Moderate to high acoustical isolation is required in this room. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed. A white noise or sound masking system may be required to provide an appropriate environment for performances or presentations.

HVAC

The HVAC system for this room will be part of the system that serves the Public Meeting Rooms Division, which may be open when other parts of the library are closed, and should operate independently to save energy costs.

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for comfort and for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Meeting Room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at any speaker or stage locations.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at the main presentation location (s). This can be within the lectern or instructor's station, wall-mounted, or located in a recessed floor box.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power on the wall 6" above any perimeter counter or 15" above the finished floor at locations that will support computer terminals, phones, or supplemental networked equipment. At a minimum, provide one duplex outlet every ten feet on all walls in the Meeting Room.

Optionally, the Meeting Room may be used for computer training or distance learning either at the opening of the library or in the future. For a new construction project, at a minimum,



the conduit/floor box or under-floor duct system should be installed to support future communications cabling. To provide network connectivity within this room for opening day, provide one single data drop per seat. This drop can be either terminated on the wall in a standard wall plate or can be installed in the floor. Associated power will be required consisting of one duplex power receptacle for every single data drop (jack) provided.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Audio-Visual

Presentation of videotape or DVD material in conference rooms may be accomplished using installed or portable televisions. For projection of computer images (e.g., PowerPoint), portable or installed projection equipment is recommended since standard televisions are not capable of displaying computer images without the use of special electronics that greatly degrades the quality of the image.

Projection is recommended over monitors in rooms seating more than 12 people. The top of the screen should be located at least 6 inches from the top of the wall to minimize reflections off the ceiling. The bottom edge of the screen should not be lower than 4 feet from the floor to provide a clear sight line to the entire screen from any seat in the room. For a more fully integrated presentation environment allowing unobstructed presentation, in a fully lighted room with no noise generated by projection equipment, a rear screen projection system is recommended. This framed, translucent "window" installed in the front wall of a room requires up to eight feet of clear space behind the projection surface. Rear screen projection will be considerably more expensive and require a great deal more space than a ceiling mounted front projection screen.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the Meeting Room. If speakers are installed in the room, appropriate sound amplification will be required. Images may be displayed onto a projection screen that may be motorized or manually operated. If the system is to display television images, outlets should be provided adjacent to the projector for connection to the TV distribution system (e.g., Cable TV, antenna, satellite dish). Accommodations should be made for housing installed video source equipment (e.g., VCR, DVD,) and other processing equipment in a cabinet or closet within the Meeting Room.

If the Meeting Room will be used to videotape events and presentations, or where it will be used for distance learning signal origination, accommodations must be made for placement of cameras. If cameras are to be portable, power outlets may be all that are required. If cameras are to be permanently installed and remotely controlled, it will be necessary to provide additional accommodations in the form of conduit for cable distribution to a central control point and blocking in the walls for mounting of the camera systems. Supplemental lighting may be required on the camera subjects.

Control panels enabling operation of audiovisual system functions from a single push-button or touch screen graphical panel are available. Remote control equipment is often employed to integrate the control of audio-visual devices with other room functions such as lighting, motorized projection screens, and drapery into a unified system. With a remote control system, all audio-visual devices and many room functions can be operated from a single control panel. Control panels, which must be located at all presentation locations, can be wireless, portable with wire, or permanently installed on a wall, or millwork. Remote control panels can vary from mechanically activated push button types to software-based touch screens.

Security

This area will have assigned staff who are charged with its supervision. The Meeting Room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.



Signage

Required signage includes a major area directional and identification sign which can be seen from the lobby and Circulation Desk. This directional sign ("Public Meeting Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

A Permanent room identification sign ("Meeting Room") wall-mounted on the latch side of the doors at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Storage Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15
Cabinet, AV Equipment 36"w x 26"d x 60"h, lockable	1	15	15
Chair, Meeting Room - Stacking 25"w x 21"d	110	12	1,100
Clock Wall-mounted	1	0	0
Lectern (w/ Space For A Portable Computer) 31"w x 29"d w/ microphone, speaker, light & clock	1	60	60
Projection Screen, Wall Mounted Front projection	1	0	0
Projector, Ceiling Mounted Data	1	0	0
Table, Meeting Room 60"w x 24"d x 29"h - folding	14	0	0
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	2	4	8
White Board 4' x 10' - erasable marker board	1	0	0



Functional Activity

Space must be provided throughout the building for sink closets and storage for custodial purposes. This is the main custodial closet for the Public Meeting Rooms Division.

Relationships

The closet can be located anywhere in the Public Meeting Rooms Division as long as it is convenient for custodians who clean the Meeting Room, Conference Room and Public Rest Rooms.

PROXIMITY:

Community Room
Public Rest Rooms

Flexibility

It is not anticipated that this area will change purpose or require expansion unless an addition is built on to the building, and then additional custodial closets would be needed.

 fenestration

No windows required.

Finishes

Minimally finished non-public area with durable water repellant surfaces.

CEILING:

Exposed structure or acoustical tile

WALLS:

Latex paint over sealed concrete; cement block or water resistant dry wall

FLOOR:

Sealed concrete, or vinyl tile or sheet vinyl, with a floor drain

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If use of the sink is essential to an employee's job, (e.g., cleaning tasks), then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will tend to be a noisy space. The sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from offices, workrooms, collection and reader seat areas, and



other areas requiring quiet.

Ventilation is crucial to limit interior pollution. All custodial closets should have negative ventilation to contain chemical fumes from spreading into the building, or, separate exhaust system to keep fumes from entering the building's return air supply system.

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Consider occupancy sensors or motion detectors for energy savings.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power mounted at 15" above the finished floor.

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Automatic door-closing mechanism on heavy door.

Required signage includes a permanent room identification sign ("Custodial Closet" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Cleaning Cart 38"w x 20"d x 38"h	1	0	0
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	1	0	0
Garbage Bin, Interior	1	15	15
Ladder, Step	1	0	0
Mop Bucket 20"w x 18"d - On casters w/ mop wringer	1	4	4
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	1	15	15
Shelving, SF 60"h Steel W/ 5 Shelves 3'w x 12"d unit	1	12	12
Sink 36"w x 24"d - In counter	1	18	18
Sink, Mop	1	0	0
Storage Cabinet, Hazardous Materials 43"w x 18"d x 44"h - heavy duty 18 gauge welded steel (NFPA/OSHA)	1	20	20
Supply Cabinet 36"w x 30"d	1	18	18
Vacuum Cleaner, Dry Upright 15"w x 12"d x 42"h	1	8	8
Waste Basket 13"w x 15"d x 15"h	1	4	4



Functional Activity

A critical part of the KidScene after-school program is the availability of PCs to access the library's online database as well as the Internet to aid in homework preparation.

Occupancy

Chair, Task: 6

Relationships

ADJACENT: Community Room

CLOSE: Public Restrooms and Lobby

AWAY: Children's Library

Availability

This space is not expected to grow

fenestration

No windows are needed

Finishes

The floor finishes must be stain resistant, dirt repellent, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric wall covering; Corner guards for columns and walls; Hanging track; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.



Furniture & Equipment and Seating Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Task Low back mid-quality with casters 25"w x 25"d	6	0	0
Computer, Public Desktop CPU, w/ monitor, keyboard & mouse	5	0	0
Printer, Laser (B&W)	1	0	0
Technology Counter 71"w x 30"d (2 Person) sit-down - against wall w/ power & data management	3	55	165
Waste Basket 13"w x 15"d x 15"h	2	4	8



Functional Activity

As part of the Community Room Complex, the Kitchenette will serve as a warm-up kitchen and pantry for light refreshments served at community group meetings, receptions, and training sessions.

Relationships

The Kitchenette should be adjacent to the rear entrance of the Meeting Room so that refreshments can be brought in without disturbing a meeting or program. The Kitchenette should also be adjacent to the Lobby where refreshments may be served. A pass-through window may be included, so that light refreshments can be served without having to set up separate tables. The Kitchenette should also be close to the Conference Room for easy access.

ADJACENT:

Meeting Room
Public Entrance & Lobby

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Orientation

No exterior windows are required, but a service window to the Meeting Room and lobby are desirable.

Finishes

The finishes in this space should be light in color and easy to clean. Counters and work surfaces should be a high quality laminate with rounded corners and edges to prevent injuries. Textured surfaces on cabinet faces and appliances will hide dirt and fingerprints.

CEILING:

Acoustical tile

WALLS:

Vinyl wall covering or paint (Latex gloss or semi-gloss recommended)

FLOOR:

Unglazed ceramic tile, vinyl tile, linoleum, sheet vinyl, or carpet tile

Access

The Kitchenette must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

It is recommended, but not required, that a minimum of 30" of counter next to the sink be no higher than 34" and that the sink area should be no higher than 34" above the finished floor. Additionally a clear 19" depth for knee clearance, no sharp objects under the sink, and properly insulated hot water pipes and drains are strongly recommended. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Details

This is a somewhat noisy area, because of occasional conversations between staff. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to keep the sound generated here from disturbing programs and meetings in the Conference Room or Meeting Room.

HVAC

Ventilation must keep cooking odors from spreading through the library. Commercial fume hood may be required if cooktop is included in the Kitchenette.

Illumination

Overhead lighting in combination with under cabinet task lighting and light colored finishes.

Telecommunications

One wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door.

Security

The door(s) to the Kitchenette should be lockable and access controlled by staff. Cabinets should also be lockable.

Signage

Required signage includes a permanent room identification sign ("Kitchenette" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Restriction signs (e.g., "Please Leave Kitchen Clean") and changeable and permanent information signs should also be included. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Cabinets, Above Counter (Lockable)	6	0	0
1 linear foot x 24"d			
Cabinets, Below Counter (Lockable)	6	0	0
1 linear foot x 24"d			
Coffee Maker/Urn	1	0	0
Garbage Bin, Interior	1	15	15
Hot Water Urn	1	0	0
Kitchen Unit	1	25	25
52"w x 26"d x 84"h w/ sink, 2 stove top burners & refrigerator			
Microwave Oven	1	0	0
30"w x 14"d x 16"h - countertop or under cabinet			
Paper Towel Dispenser	1	0	0
Wall-mounted			
Recycling Bin	1	15	15
Soap Dispenser	1	0	0
5"w x 4"d x 10"h - Wall-mounted			
Workstation, Food Service Counter	1	65	65
6'w x 30"d w/ 5' behind counter & 3.5' in front			



Functional Activity

This office will be used by staff in the after school program and staff for the homework center.

Occupancy

Chair, Task: 1
Chair, Visitors: 2

Furniture & Equipment and Shaving Unit

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0
Chair, Visitor's	2	15	30
Clock Wall-mounted	1	0	0
Desk, Clerical W/ Return 60"w x 30"d w/ 42" return	1	60	60
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	1	14	14
Lamp, Desk	1	0	0
Storage Cabinet 36"w x 18"d x 78"h	2	18	36
Waste Basket 13"w x 15"d x 15"h	1	4	4
White Board 4' x 10' – erasable marker board	1	0	0



LIBRARY ENTRANCE

FUNCTIONAL ACTIVITY

The primary function of Library Entrance Division is to provide a formal entrance and lobby for the library building and access to ancillary services such as the Community Room and Homework Center. The lobby will provide space for library customers entering and exiting the library, and will also provide space for gathering outside of the Community Room.

SPATIAL RELATIONSHIPS

The Library Entrance Division is essentially a pass-through space which customers will use when visiting either the library or the Community Room. It should be conveniently located to allow access to both. The Library Entrance Division must be able to be locked off and separated from the library so that the Community Room can be open when the library is closed.

ADJACENT:

- Circulation Services
- Community Room
- Public Restrooms
- Children's Room

CLOSE:

- Adult New Book Shelving
- Copy Center
- Reference Services

PROXIMITY:

- Fiction Collection
- Reference Services
- Adult Non-Fiction Shelving

DIVISION SPACE SUMMARY		Sq. Ft.
Public Entrance and Lobby		N/A
Public Rest Rooms		N/A
TOTAL:		N/A



Functional Activity

This space provides access to the library as well as its ancillary services. The entrance should consist of two pair of automatic or power-assist-option doors for patron convenience, set far enough apart to create a weather vestibule and to allow for universal access. The lobby should be an inviting space that welcomes the public to the library and the Community Room. The use of light and space, and the spaciousness required for traffic flow should combine to make this area an architectural focal point of the building.

Occupancy

Based on 1998 California Building Code, occupancy is 151

Relationships

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services such as the Community Room and Homework Center

ADJACENT:

- Circulation Services
- Community Room
- Public Restrooms
- Children's Room

CLOSE:

- Adult New Book Shelving
- Copy Center
- Reference Services

PROXIMITY:

- Fiction Collection & Seating
- On-line Public Access Catalog (OPAC)

Flexibility

This space will probably not need to be expanded in the future, but it should be reasonably flexible since it will also serve as a display area for exhibits.

Registration

Glass is required in the front doors and inside windows to provide a view to the outside and a view into the library.

Finishes

Since this is the main entrance of the library and the first space that the public will see, it must be visually interesting, visually organized, and businesslike. The floor finishes must be stain resistant, dirt repellant, durable, non-slip, and low maintenance. The floor material should be slip-resistant but relatively smooth since a highly textured floor, such as slate, will make mobility aids, such as walkers, and book and mail delivery carts, extremely difficult and noisy to push across the floor. Wall finishes should be mark resistant, highly durable and easy to clean.

CEILING:

- Plaster or acoustical tile

WALLS:

- Highly durable and flame retardant; Paint (Latex semi-gloss recommended);
- Sisal or vinyl wall covering; Marble or granite wainscoting; Etched, silk-screened, or fritted glass to library or exterior; Hanging track;
- Tackable surfaces

FLOOR:

- Terrazzo tile, unfinished quarry tile with non-slip matte finish or equal; Walk-off mats; Grating system

Access

The Public Entrance and Lobby will be accessible by means of a 36" minimum aisle and at least one 36" wide door, which has a minimum clearance of 32". Revolving doors cannot be the only entrance to the facility. If turnstiles are used, then a readily apparent accessible door must be provided adjacent to the turnstile. Doors in a series (to provide a weather lock) require a clear separation of no less than 48". Exterior doors can require no more than 8 ½ pounds of pressure to operate. Automatic or power-assist option doors are recommended for the primary entrance.

Doormats must be securely attached and have a pile of no more than ½". Exposed edges of doormats must be fastened to the floor surface.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail and include identification of the location of accessible entrances with universal symbols.

Since this space will be quite noisy because of patrons walking and talking, it should be acoustically buffered from the library. This space should act like a sound vestibule between the main entrance and the library proper.

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Air or weather lock, and/or double set of doors, may be required to maintain temperature and keep drafts from staff located near the Public Entrance.

General lighting of 15 to 20 foot candles, with specialized accent lighting of 50 foot candles at the entrance and in the lobby at any directories or display walls. Light should be provided within in-wall glass display cases.

The lobby should be able to be secured not only from the outside of the building, but also from the library itself to allow for the use of the Community Room when the library is closed. Much of the lobby should be visible to the staff at the Circulation Desk. The fire alarm annunciation display panel should be located in this space immediately visible upon entering the building. The entry detection and alarm system main locator panel should also be located in this space. If inventory control gates are included, they may be located here at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Circulation Desk.

Required signage includes changeable information signs including hours of operation and restriction signs (e.g., "No Smoking"). It should include a pictogram flag sign, perpendicular to the wall for rest rooms adjacent to the Lobby. Other signage will include fire and life safety lighted emergency exit signs, emergency evacuation maps, floor directories and weekly calendar of events board(s). The lobby may also include signs acknowledging public officials and donor recognition plaques.



Furniture & Equipment and Storage Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Case, In-Wall Display	1	0	0
Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors			
Drinking Fountain	1	0	0
18"w x 19"d x 24"h - Built-in			
Rack, Literature Display Handout	1	0	0
Wall-mounted			



Functional Activity

This will be the main bank of Public Rest Rooms located just off the lobby which will serve library patrons and people attending programs in the Community Room.

GOVERNED BY

Occupancy based on 1998 California Building Code 5 in each restroom

Relationships

The Public Rest Rooms must be just off the Lobby and close to the Community Room. The entrance to the rest rooms should be easy to find and convenient to the Community Room. The entrance to the rest rooms should be visible from the Circulation Desk.

ADJACENT:

Public Entrance & Lobby

CLOSE:

Community Room
Circulation Services
Custodial Sink & Supply Closet

PROXIMITY:

Circulation Desk (Sight Lines)
Custodial Sink & Supply Closet

Flexibility

Rather than expand the restrooms, additional restrooms would be added. This space requires minimal or no flexibility unless accessibility requirements change.

Fenestration

No windows.

Finishes

This area must be as resistant to vandalism as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark resistant and easy to clean.

CEILING:

Water resistant gypsum board with epoxy paint

WALLS:

Glazed ceramic tile with dark grout

FLOOR:

Unglazed ceramic tile with dark grout; Floor drains

STALLS:

Wall mounted high-density solid plastic or stainless steel

FIXTURES:

Sinks: Self-activated
Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided. If separate public rest rooms are provided for each gender, then separate accessible facilities must also be provided for each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can



require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

In a multiple accommodation toilet room, at least one accessible compartment will be provided. Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one sidewall and 42" from the centerline to the opposite wall.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Bright lights to give the rest rooms the appearance of being clean and safe. Motion detectors or occupancy sensors should be considered for energy savings.

Security

The staff at the Circulation Desk will supervise the Public Rest Rooms and should be able to see the entrance to the rest rooms. Staff at the Circulation Desk may control access to the rest rooms via a remote electronic switch at the desk. All rest rooms will be lockable, so they can be locked at night by staff before closing the building; however, anyone inadvertently locked inside should be able to exit the rest room.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility; and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.



Furniture & Equipment and Shaving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Commode	5	0	0
Rest room			
Diaper Changing Counter	2	0	0
36"w x 18"d			
Hand Dryer	2	0	0
12"w x 7"d x 10"h - wall-mounted			
Mirror	2	0	0
Full length			
Mirror, With Shelf	2	0	0
Above counter			
Paper Towel Dispenser	2	0	0
Wall-mounted			
Sink And Counter	2	0	0
Rest room			
Soap Dispenser	2	0	0
5"w x 4"d x 10"h - Wall-mounted			
Stall	5	0	0
Rest room			
Urinal	2	0	0



FUNCTIONAL ACTIVITY

The function of this division is to provide services to young adults (primarily ages 12 to 16) by giving them a space in the library that they can call their own with collections and special study areas. Because of the "in-between" age, young adults often fall through the cracks with respect to library service. They are too old for the Children's Library, but frequently not mature enough to utilize the services and collections of the main adult library. In this space, the needs of young adults can be met with special collections, limited privacy, and the ability for young adults to exchange ideas conversationally without disturbing other patrons or staff.

SPATIAL RELATIONSHIPS

Teen Corner should be very close to the Browsing Area. The YA Division should also be relatively close to the Circulation Services Division so that staff can supervise the young people. It should be in the proximity of the Reference Services Division to encourage youth to begin to make use of reference collections and services. However, it should not be located too close to Reference Services because the noise generated in the YA Division may disturb the patrons in Reference who need quiet for study or research. The Young Adult Services Area should not be located too near the Children's Library since youth of this age are frequently trying to separate themselves from the image of being children.

ADJACENT: Branch Librarian's Office
Staff Workroom
Copy Center
Browsing Area

CLOSE: Circulation Services
Reference Desk

PROXIMITY:
Adult Non-Fiction

AWAY:
Children's Library

DIVISION SPACE SUMMARY

Young Adult Collection & Seating	294
TOTAL:	294



Functional Activity

Young adults will congregate in this space to find books and magazines, and to read, study and talk with their friends. There will be a good deal of interaction between the young people, and the tables and chairs should be arranged to permit some socializing, (i.e., lounge seats should face one another, carrels should be sized to allow two teens to sit together, etc). This area should be somewhat out of the way to keep the noise level from disturbing other library patrons, however the space must be easily supervised by staff at the nearest service desk.

Occupancy

READER SEATS: 4
TECHNOLOGY WORKSTATIONS: 2
LOUNGE CHAIRS: 2

Collections

This area will house YA Fiction and YA Paperbacks.

Relationships

Teen Corner should be very close to the Browsing Area. The YA Division should also be relatively close to the Circulation Services Division so that staff can supervise the young people. It should be in the proximity of the Reference Services Division to encourage youth to begin to make use of reference collections and services. However, it should not be located too close to Reference Services because the noise generated in the YA Division may disturb the patrons in Reference who need quiet for study or research. The Young Adult Services Area should not be located too near the Children's Library since youth of this age are frequently trying to separate themselves from the image of being children.

ADJACENT: Branch Librarian's Office
Staff Workroom
Copy Center
Browsing Area

CLOSE: Circulation Services
Reference Desk

PROXIMITY: Adult Non-Fiction

AWAY: Children's Library

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Enervation

Natural light is highly desirable in this area.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean. Since a special effort is being made to serve young adults in this area, the interior design should include graphics, banners, and posters that appeal to teens.

CEILING: Acoustical tile

WALLS:



Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric Wall covering with tackable acoustical panels; Corner guards for columns and walls; Hanging track; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains

ACCESS

The Young Adult Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will be developed with input from teens

ACOUSTIC

A moderate to high level of acoustical dampening is required to keep noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

CLIMATE

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

ILLUMINATION

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens.

The use of non-glare accent lighting to highlight this space is encouraged to help draw young



adults to this area. Consider use of neon light in this space to attract young adults. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

Staff at the Circulation and/or Reference Desks will supervise this area. It is critical that staff can view the entire space, including bookstack and seating areas. If this space is located within a room for sound attenuation, a window wall should provide unobstructed views of the occupants in the room from the Circulation and/or Reference Desks.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Circulation Desk, OPAC Area, and Reference Desk. This directional sign ("Young Adults") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Young Adults") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Classics," "Paperbacks," and "New Books." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.

Appendix B: Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 66"H Steel Shelving W/ 4 Shelves	3	12	36
3'W x 12"D unit w/end panels & canopy top			
450 Young Adult Fiction			
Paperback SF 66" Shelving Unit W/ 5 Divider Shelves	3	12	36
3'W x 12"D unit			



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
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450 Young Adult Paperbacks

Description of Furniture & Equipment Units

Chair, Lounge 36"w x 36"d	2	35	70
Chair, Reader's 21"w x 21"d	4	0	0
Chair, Technology Workstation 21"w x 21"d	2	0	0
Computer, Public Desktop CPU, w/ monitor, keyboard & mouse	2	0	0
Table, Reader's 72"w x 36"d x 29"h (4 Person)	1	90	90
Technology Carrel 61"w x 30"d (2 Person) sit-down w/ power & data management	1	50	50
Waste Basket 13"w x 15"d x 15"h	3	4	12

